

MILPERSMAN 1440-020

CONVERSION TO THE NAVY COUNSELOR (NC) RATING (LESS CAREER RECRUITER FORCE (CRF))

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Reference(s)	(a) BUPERSINST 1430.16F (b) OPNAVINST 6110.1J (c) SECNAV M-5216.5, Department of the Navy Correspondence Manual
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1. Background

a. The Navy counselor (NC) rating (less career recruiter force (CRF)) assists commands in organizing and implementing an aggressive enlisted command career development and retention program. NCs are the commands' principal advisors on policies and regulations related to Navy career planning matters. They are charged with:

(1) Evaluating enlisted career development programs at their command and subordinate commands.

(2) Coordinating interviewing and counseling efforts.

(3) Providing primary technical assistance and guidance to the command career development team.

(4) Maintaining awareness of revisions and initiatives in career development programs through access to Navy directives, reference materials, experience, and regional training.

(5) Counseling individuals and providing presentations to naval personnel and their family members on the advantages and initiatives in career development programs.

(6) Establishing and maintaining liaison with Office of the Chief of Naval Operations (OPNAV), Force Shaping Plans and Policy Branch (N132); Bureau of Naval Personnel (BUPERS), Military Community Management (BUPERS 3); fleet and echelon 2 counselors; and command leadership on training, programs and policies.

b. Due to the distinct purpose and unique nature of duties involved in the NC rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria, procedures, and policy for conversion to the NC rating (less CRF).

c. The Command Career Counselor (CCC) Program provides for assignment of personnel in ratings other than NC (less CRF) to perform full time CCC duties. Requirements and qualifications are contained in MILPERSMAN 1306-905.

2. Service Requirements

a. Applicants must be:

(1) Active duty (ACDU), full time support (FTS), or Selected Reserve (SELRES) petty officer first class (PO1) with between 6 and 14 years of active naval service. Waiver consideration will be provided for applicants with up to 16 years of active naval service.

(2) Second class petty officers desiring conversion must:

(a) Be approved by the NC rating enlisted community manager (ECM) prior to examination date to participate in the E-6 Navy-wide advancement examination (NWAE) for Navy counselor (less CRF).

Note 1: This requirement is waiverable and will be based upon enlisted program allowance vacancies.

(b) Be selected from the NWAE for NC1 (less CRF) prior to assignment to the command career counselor course, unless waived as outlined in Note 1 of this article.

(3) Within 1 year of completing the minimum time on station (TOS) or Department of Defense (DoD) tour (as appropriate).

(4) Within 12 months of projected rotation date (PRD).

(a) ACDU desiring to convert to FTS must be within 12 months of expiration of active obligated service (EAOS).

(b) Members on an enlistment or extension of enlistment for which a selective reenlistment bonus (SRB) was paid, must be within 9 months of EAOS to apply for conversion to NC (less CRF).

(c) Members within the career waypoint reenlistment window must request an NC conversion quota. Upon an approved pending quota, members will have 90 days to submit application to NC rating ECM.

(5) Have or incur a minimum of 36 months obligated service (OBLISERV) from date of conversion to NC (less CRF) rating.

b. Per reference (a), applicants approved for conversion to NC (less CRF) who are subsequently selected for E-7 in their current rating prior to actual change of rating, must request in writing to Navy Personnel Command (NAVPERSCOM), Career Administration Division (PERS-81) to have the conversion reconsidered at the E-7 pay grade.

c. The following personnel are not eligible to apply for conversion to NC (less CRF):

(1) Personnel in receipt of permanent change of station (PCS) orders; or

(2) Personnel in a LIMDU status are not eligible until found fit for full duty.

3. **Other Eligibility Requirements**

a. Applicants (including graduates of CCC course (A-501-0011) holding NEC 9588) must:

(1) Have no marks below 3.0 in previous 3 years of performance evaluations.

(2) Have an Armed Services Vocation Aptitude Battery (ASVAB) test score of VE+AR=105 (minimum AR of 50, for Pay 80 forms) or VE+AR=104 (minimum AR of 51, for Pay 97 forms). If ASVAB test scores are revised, most recent guidance will apply.

(3) If TIR eligible, have passed the last NWAEE prior to application.

(4) **Have at least 12 consecutive months experience as CCC, or departmental or divisional career counselor during the previous 3 years prior to application date for conversion to NC (less CRF).** These positions must be clearly documented in evaluations or as determined by the immediate superior in command (ISIC).

(5) Have no history of moral turpitude waivers within the previous 36 months (e.g. alcohol, drugs, indebtedness, or other circumstances that would result in nonscreening for the granting of a Secret security clearance or world-wide assignability). Personnel with offenses that reflect unfavorably upon their credibility, integrity, and or offenses concerning moral turpitude are ineligible for the NC (less CRF) rating **(non-waiverable)**.

(6) Have clearly demonstrated excellence in judgment, initiative, flexibility, objectivity, and leadership.

(7) Have no tattoos, body art, or brands that are excessive, obscene, sexually explicit, or that discriminate against gender, racial, gang related, religious, ethnic or national origin. Excessive is defined as tattoos that cover over two-thirds of an individual's exposed limbs. Visibility of tattoos must be inspected with the member in physical training (PT) shorts and T-shirt.

(8) Have no speech impediments, an excellent command of the English language, and the demonstrated ability to write effectively. The candidate should also be persuasive in conveying ideas and have the ability to converse intelligently on Navy and general subjects.

(9) Have no history of mental impairment or disorder, emotional instability, or any physical condition that would inhibit the performance of career counseling duties.

(10) Have a clear record, free from conviction by court-martial, civil court (except for minor, non-repetitious traffic offenses), or nonjudicial punishment (NJP) during the previous 36 months **preceding application for conversion to NC (less CRF) (non-waiverable)**.

(11) Indicate stability in personal affairs without a history of severe domestic or personal problems or chronic indebtedness.

(12) Be within Navy body composition assessment standards per reference (b). Any two documented failures within the last 4 years prior to application date render the applicant ineligible **(non-waiverable)**.

(13) Be interviewed and recommended by the commanding officer (CO). Use NAVPERS 1306/92 Special Program Screening at <http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx> (complete all sections). **Willingness to have member serve as their CCC should be stated.**

(14) Be familiar with the following:

(a) Command Career Counselor 2009 Navy E-Learning Course (CPD-CCC-020);

(b) Duties and responsibilities of the educational services officer;

(c) Enlisted fitness and evaluation procedures;

(d) Writing styles per reference (c);

(e) Customer Service and Interpersonal Communications (NKO 1.18); and

(f) Microsoft Word, Excel, and PowerPoint.

(15) Be worldwide assignable and have the skills to work independently.

b. Personnel desiring conversion to NC (less CRF) rating shall be interviewed and provide a written recommendation from the following:

(1) CCC who must verify all eligibility requirements per paragraphs 2 and 3 and state verification of all requirements in writing and submit with recommendation;

(2) Command master chief (CMDM) who must indicate whether the applicant can function as an independent duty CCC and discuss willingness to have member serve as their CCC.

(3) ISIC career counselor must indicate whether the applicant can function as an independent duty CCC and discuss willingness to have member serve as his or her CCC.

(4) Type commander (TYCOM) fleet career counselor in applicant's administrative chain of command.

4. **Application Procedures.** The fleet career counselor in the applicant's administrative chain of command will review requests for conversion to the NC (less CRF) rating. Each applicant's motivation, qualifications, and potential to succeed as an NC (less CRF) will be considered, as well as Navy's needs and the need for additional NCs (less CRF). Service needs will take precedence. The fleet career counselor in the applicant's administrative chain of command will make recommendations to NAVPERSCOM (PERS-81) regarding applicant's suitability for conversion to the NC (less CRF) rating. Package submission guidance is provided on Navy Personnel Command's rating conversion Web page at www.npc.navy.mil (electronic submission is preferred, allows for electronic tracking and faster processing). When eligibility criteria is met, utilize reference (c) to **submit the following:**

a. Formal letter of application to NAVPERSCOM (PERS-81) via CO and TYCOM fleet career counselor in the applicant's administrative chain of command, providing the following supporting documents:

(1) Copies of all performance evaluations covering the last 3 years;

(2) Copies of enlisted qualifications history or Navy Standard Integrated Personnel System (NSIPS) equivalent and certificates indicating completion of all proficiency requirements for NC (less CRF);

(3) Copy of ASVAB scores. Most recent ASVAB scores must also reflect in the enlisted master file;

(4) Copy of profile sheet from latest NWAE;

(5) NAVPERS 1306/7 Enlisted Personnel Action Request signed by the CO or Officer in Charge (OIC) (**cannot be "by direction"**);

(6) CO screening checklist, NAVPERS 1306/92 Special Program Screening with all sections completed and signed by the CO or OIC (**cannot be "by direction"**).

(a) A "Yes" response to Section D, Question 5 requires attached photographs with visibility of tattoos with the member in PT shorts and T-shirt.

(b) Photographs shall be:

1 In uniform of PT shorts and T-shirt;

2 Color photographs approximately 5" wide x 7" high, full-length, full-front and full-side view as deemed necessary to display visibility of tattoos. Photographs will be uncovered against a contrasting background. The applicant's name and date the photograph was taken must appear in the photograph.

(7) Copy of operational duty screening as stipulated in MILPERSMAN 1300-800;

(8) Copy of Physical Readiness Information Management System report showing PT assessment results for 4 years prior to application date; and

(9) Photographs of member in service uniform, black and white or color photographs approximately 5" wide x 7" high, full-length, full-front and full-side view, uncovered against a contrasting background. The applicant's name and date the photograph was taken must appear in the photograph.

(10) Letters of recommendation from CCC (if applicant not currently assigned as CCC), CMDCM, ISIC CC, and TYCOM fleet CC in applicant's administrative chain of command.

Note 2: All electronic correspondence (e-mail) regarding Navy personnel which contains names, Social Security numbers, or other identifying information shall be digitally signed and PKI-encrypted. The subject line and attachments should contain the

"FOUO" label and the body of the email should contain the statement "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." The email should only be sent to recipients with a need-to-know the PII. In the event that encryption is not possible, the only other authorized means of electronically transmitting PII is through use of Safe Access File Exchange (SAFE). SAFE can be accessed via the following web link: <https://safe.amrdec.army.mil/safe/Welcome.aspx>.

Note 3: Any hard-copy correspondence must be pre-coordinated before mailing to the ECM. If used, all hard-copy correspondence regarding Navy personnel which contains names, Social Security numbers, or other identifying information shall:

- Be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."
- Use the DD form 2923 "Privacy Act Data Cover Sheet" as appropriate.
- Be mailed to only those with an official need-to-know.
- Be sent via a mailing service that can provide tracking information.
- Be handled and destroyed per DoD privacy directives.

5. **Selection Process.** NAVPERSCOM (PERS-81) will receive and screen conversion applications for completion and proper documentation. Complete applications will be forwarded to both losing and gaining rating ECM for final determination.

6. **Selectees**

a. Personnel selected will convert upon successful completion of the CCC Course (A-501-0011) or directly convert, if they completed the CCC course within the last 36 months at time of selection and currently hold NEC 9588. If approved for direct conversion, the effective date of conversion will coincide with TOS, prescribed sea tour, or DoD tour completion date.

b. Petty officer second class selected for conversion:

(1) Will be detailed to their first rated NC assignment with CCC Course enroute or upon advancement to NC1.

(2) Who fail to successfully complete the CCC Course will be reverted as outlined in paragraph 8 of this article and MILPERSMAN 1440-040.

c. SELRES converted to NC (FTS) will be recalled to active duty if approved for conversion. SELRES are not eligible for Navy counselor in the Active Duty Component (Branch Class 11).

d. Personnel selected for conversion must maintain all eligibility requirements as outlined within this article. Failure to maintain eligibility requirements will automatically result in an administrative review by a panel of 3 fleet/force career counselors to include the administrative chain of command. This panel will report suitable or unsuitable findings to NC ECM for further guidance.

e. Initial assignment will be sea duty for a prescribed sea tour or a minimum of 24 months.

7. Forced Conversions

a. Forced conversions into the NC (less CRF) rating **must meet all service and eligibility requirements as set forth within this instruction.**

b. Personnel terminated from CRF **are not eligible** for reversion/conversion to the NC (less CRF) rating **(non-waiverable)**.

c. Personnel receiving formal disciplinary action for minor infractions (e.g., NJP or civilian court) will not normally be considered for forced conversion out of the NC (less CRF) rating on the first offense. The command shall enroll these personnel in a formal probationary period, not to exceed 1 year, and provide appropriate counseling, training, or as required, process the member for administrative separation. Personnel placed on formal probation will receive NAVPERS 1070/613 Administrative Remarks documenting the probationary period duration, counseling, and retraining plan. The entry will contain a statement concerning the potential for forced conversion or administrative separation for failure to complete the probationary period and or additional formal disciplinary action within the probationary period. NAVPERS 1070/613 entry must be acknowledged in writing by the individual and witnessed preferably by the command master chief.

d. In addition to a loss of any of the prerequisite qualifications or CO's loss of confidence, personnel should be considered for forced conversion if they have been convicted of crimes such as fraternization, theft, assault, or any other incident that significantly diminishes their credibility, personal integrity, and impairs their ability to perform expected career counselor duties.

8. **No Fault Reversion/Conversion**

a. No fault reversion is intended for personnel who are experiencing some limiting deficiency that was not apparent at the time of request for conversion to NC (less CRF).

b. Requests for reversion of personnel whose suitability for continued service in the NC (less CRF) rating will be sent to NAVPERSCOM (PERS-81) via CO and NCCM (less CRF) in the applicant's administrative chain of command. Such requests must include a detailed description of the circumstances or reasons why member is no longer eligible to perform the duties of the NC (less CRF) rating and be adequately supported, in fact by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence, etc.).

c. Reversion is not derogatory and will not be interpreted unfavorably in any subsequent detailing or board action.

d. For the administrative removal from an assignment for substandard behavior or substandard performance of duty, comply with MILPERSMAN 1616-010, Detachment for Cause (DFC) of Enlisted Personnel.

9. **Waivers**. Eligibility criteria, as set forth in this article, are necessary to ensure manning and command stability, equitable treatment for those competing from various ratings, and equal consideration for all conversion requests.

a. Waivers will be considered by NC rating ECM on a case by case basis.

b. Where required, applicant or endorser shall indicate waiver required and cite justification.